

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/93 Effective Date	<u>STRATEGIC IMPROVEMENT PROGRAM ASSISTANT</u> Job Title	1.8.1.13A Index
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1. Primary Function: Assists in planning, organizing, and implementing districtwide strategic improvement, including staff development programs at the school, areas, and district level. Assists and supports school and area improvement efforts to focus on student outcomes.
  
2. Responsible to: Deputy Superintendent
  
3. Assigned Responsibilities:
  - 3.01 Coordinates and monitors the district's strategic improvement efforts.
  - 3.02 Assists in developing, conducting, and communicating annual needs assessments to identify potential strategic and school improvement and staff development activities for the district and individual schools.
  - 3.03 Assists in the development of yearly strategic and school improvement plans that reflect the educational goals of the district and individual schools.
  - 3.04 Works closely with the School Improvement Program Assistants in developing and implementing strategic and school improvement activities.
  - 3.05 Develops and implements workshops, courses, and training opportunities to meet the identified needs of all staff.
  - 3.06 Assists and supports area and school improvement teams and activities.
  - 3.07 Provides consulting services to support effective instructional practices, the use of appropriate curriculum, and student assessment procedures.
  - 3.08 Serves as a liaison with curriculum services for adoption, implementation and support of district programs.
  - 3.09 Assists in the planning of inservice training for instructional staff relating to curriculum and instruction and acts as a resource to site councils, administrators, licensed, and classified staff in strategic improvement activities.
  - 3.10 Responsive to staff and building needs as they arise.
  - 3.11 Assists in planning and conducting assessment of districtwide strategic improvement.
  - 3.12 Assists in multicultural and multiethnic awareness in school improvement and staff development efforts.
  - 3.13 Assists in developing and monitoring the appropriate budgets.
  - 3.14 Assumes responsibility for assigned districtwide school improvement, curriculum and staff development activities.
  - 3.15 Assists in identifying and utilizing strategic resources within and outside the district.
  - 3.16 Completes district job responsibilities as assigned.
  - 3.17 Assists and supports district advisory committees in strategic improvement efforts.
  
4. Minimum Qualifications:
  - 4.01 Valid Oregon teaching certificate.
  - 4.02 Three years successful teaching experience.
  - 4.03 Experience in conducting training.

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- 4.04 Experience in teaching adults and the ability to make presentations to a variety of audiences.
- 4.05 Recent training in a variety of instructional models.
- 4.06 Demonstrated ability to:
  - 4.06.01 Successfully collaborate with colleagues.
  - 4.06.02 Demonstrate knowledge of curriculum as it relates to student outcomes.

- 5. Minimum Term of Employment: Teacher contract plus 15 days.
- 6. Salary Level: Teacher salary schedule plus 7 percent of MA + 0, 4 years experience on the salary schedule.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_  
(supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(staff member)

Date \_\_\_\_\_